

## Accounts Payable-Receivable Clerk/Accountant I

### JOB DESCRIPTION

**Job ID#:** 2018-011C

**Regular/Temp:** Regular Employee

**Full-Time/Part-Time:** Full-Time

**Submit Reply and Resume to:** [CMEHR@custom-mfg-eng.com](mailto:CMEHR@custom-mfg-eng.com)

**Job Summary:** We have an exciting opportunity for the right person to become our Accounts Payable-Receivable Clerk and/or Accountant I to provide support to Finance Department and Executive Management to expand CME's products & services, support new business development, and impact revenues.

### DUTIES AND RESPONSIBILITIES

- Responsible for accounting functions, including but not limited to:
  - reconciling accounts,
  - daily input of payables,
  - invoicing and receiving allocations,
  - monitor accounts to ensure accuracy,
  - & funding allocation and compliance.
- Supports the Director of Finance to prepare for audits. Maintains a variety of financial reports, statements and records in accordance with applicable laws, codes, statutes, rules, ordinances and regulations.
- Ensures timely and accurate processing of AP vouchers and payment of vendor invoices. Monitors analyzes and/or reviews financial summary and detailed internal/external reports.
- Ensures proper account charges, coding and compliance. Ensures timely funds transfers, resolving discrepancies necessary and processing documents for input into automated systems.
- Works independently to solve problems bringing solution options for issue resolution.
- Daily activity - Cost function to include product cost, customer billing and costs at completion for all products. Supervises reconciliation of all balance sheet accounts and bank reconciliation by company account. Prepares monthly and annual financial statements and assists with all reporting requirements.
- Prepares monthly and annual closing and yearend audit work papers. Assists with payroll interface, coordinating with Human Resources.
- Provides ad hoc reporting as necessary. Assists with implementation of any revisions and updates to the accounting ERP.
- Depending on Skill-Set: May prepare working documents (like ICE Models) and financial submittals for review and approval of government agencies such as DCAA.

### JOB QUALIFICATIONS

- A rock star in the Microsoft Office programs (Excel, Word, Outlook, PowerPoint, Publisher).
- A fast learner.
- Experience with an ERP System preferably Deltek Costpoint or similar systems like: SAP, Microsoft Dynamics
- A proven ability to organize and effectively manage multiple projects and deadlines.

- Strong written and oral communications skills as well as interpersonal skills
- An orientation toward superior customer service.
- Ability to work independently *and* collaborate with teams.
- Enthusiasm for CME's clients and their missions.

**MINIMUM REQUIREMENTS NEEDED:**

- **Successfully Pass: Background Check, Drug Screening, Reference, & Credit Checks.**
- **0-2 years of experience & must have one year of finance/accounting experience in manufacturing industry.**
- One year of College or a Technical or Vocational School; preferably AA/AS degree (trade or tech school) or Bachelor's Degree from an Accredited College/University
- Positions with CME require access to controlled goods and technologies subject to the International Traffic in Arms Regulations or the Export Administration Regulations. Applicants for these positions need to be "U.S. Persons," as defined in these regulations. Generally, a "U.S. Person" is a U.S. citizen, lawful permanent resident, or an individual who has been admitted as a refugee or granted asylum.

**Travel Percentage Required:** None expected. 0% - 5%

An award winning Tampa Bay small business for two decades, Custom Manufacturing & Engineering, Inc. (CME®) delivers Engineering, manufacturing, test, and calibration/repair services to Government and Industry. Join us at CME, where one can "Use Our Expertise to Design & Build Your Solutions" CME's culture is embodied by Core Values that are focused on: Serving the customer while protecting CME, delivering quality products and services as required, solving problems, working with energy and passion, and encouraging and developing employees that challenge themselves.

As a strong supporter of Science, Technology, Engineering and Math (STEM) and other select charitable initiatives, CME promotes and encourages employee community support to nonprofit organizations or educational institutions, especially for mentoring and school/student support. Most of CME's products and services are focused on the development and manufacturing of energy efficient and sustainable products such as more efficient power supplies, intelligent power distribution units, energy saving solar panels, and other electronic systems, end products, or components. ([www.custom-mfg-eng.com](http://www.custom-mfg-eng.com)).

***CME is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.***

***As a U.S. defense contractor CME is also subject to additional rules and regulations regarding the hiring of foreign persons. In compliance with U.S. federal law, all persons hired will be required to verify identity and eligibility to work in the United States; CME cannot accept any person for employment who does not meet employment eligibility requirements, E-Verify verification, and/or is in the U.S. under a student (F1 and/or OPT, J1, or M1) and/or temporary work visa. For the purposes of clarification, the I-9 defines eligibility of an employee as a: U.S. citizen, permanent resident card or alien registration card (Form I-551), a person with a temporary I-551 stamp on their passport or U.S. immigrant visa, and/or passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Forms I-94 or I-94A indicating nonimmigrant admissions under Compact of Free Association between the U.S. and FSM or RMI.***

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**Removal Date:** 01-Oct-2018